

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION
Community Nutrition Programs
Child and Adult Care Food Program

Guidance Memorandum N: For Sponsoring Organizations of the Child and Adult Care Food Program (CACFP) in Day Care Homes

Topic: Claims Submission

Date: July 2013

General Claim Procedures

Claims for reimbursement from the home sponsoring organizations are submitted to the DPI electronically, via the department Web site. Only one claim per week can be submitted by the sponsoring organization (either online or by fax). The procedures to be used for online claim submission are detailed in the ***FDCH Sponsor Reimbursement Online Claim Instructions*** found at the end of this Guidance Memorandum.

All initial claims are due by the 15th of the month succeeding the claiming month. Initial claims, upward adjusted claims, and "late claims" must be received by DPI no later than 60 days after the last day of the claiming month. Claims not postmarked and/or submitted within the 60 days shall not be paid with Program funds unless otherwise authorized by USDA/FNS [§226.10(4)(e)]. Federal regulations impose a claim submission deadline of 60 days after the end of the month for which the claim applies. For example, an October claim is expected to be submitted by November 15, and cannot be paid if it arrives later than December 30. An initial, upward adjusted, or "late" claim that is not received by DPI by the 60-day deadline date cannot be paid without a special exemption from the U.S. Department of Agriculture. Only one special exemption per program will be granted by USDA every 36 months. Downward adjusted claims can be submitted at any time.

Sponsoring organizations are limited to a maximum of four (4) claims for a given month. A maximum of three claims per a given month can be submitted over the Internet, within 60 days after the last day of the claiming month. Only one claim can be submitted per week via the Internet. The online claim system will not accept a new claim if there is still an unprocessed (i.e. an "open") claim pending in the system. If a fourth claim for a given claim month is submitted, it will only be accepted by fax, not online. Any claim (initial, upward adjustment, , "late") which is submitted more than 60 days after the last day of the claiming month can only be submitted by fax using the paper claim form and cannot be paid without a special exemption from the U.S. Department of Agriculture, as stated in the above paragraph. All faxed claims should be submitted directly to Jacque Jordee (fax number 608-267-9207).

Reporting Administrative Costs and Revenue on Monthly claims:

All administrative costs and revenue that is reported on the monthly claim must be supported with actual documentation retained at the offices of the FDCH Sponsor. Expenditures for the claim months of October – August can be reported using either a cash or accrual system of accounting. All September administrative costs must be reported on an accrual basis. Institutions using cash based accounting must make all necessary accounting adjustments to report accrued costs and income on the final claim for the fiscal year. Only actual CACFP expenditures are to be reported. No estimated costs. The final claim for administrative costs must be made within 60 days from the last day of September.

Revenue must be reported on any claim where the administrative expenditures exceeded program revenue. Any administrative reimbursement up to 10% of the earned administrative reimbursement, can be carried over into the next Federal Fiscal Year (FFY). This "carryover" must be used in the next federal fiscal year. To ensure funds are used it is recommended that the FDCH Sponsor adopt the First In First Out (FIFO) method of accounting to account for the carryover funds. The carryover funds are required to be reported on the monthly claim as "Admin Revenue" in the claim month to which they were used to cover expenses.

An itemized detail of all monthly Admin. Expenditures and Revenue must be retained at the FDCH Sponsors office and reported quarterly on the *Nonprofit Food Service Financial Report (PI-1463-B)*. Refer to Guidance Memo F for more details. The DPI has provided a worksheet to help a FDCH Sponsor project the amount of administrative reimbursement that will be earned throughout the year. Refer to the *FDCH Admin. Projection Worksheet* for the respective FFY.

Monthly Claim Edit Checks

Sponsoring Organizations

Effective as of October 1, 2005 the 2nd Interim CACFP Rule requires sponsoring organizations to perform edit checks on each day care home claim prior to submitting any consolidated monthly claim to DPI. At a minimum the edit checks must:

1. Verify that each day care home has been approved to serve the types of meals being claimed;
2. Verify that the number of meals claimed by a day care home does not exceed the number derived by multiplying approved meal types times days of operation times enrollment, and

Any family day care home claim that does not meet edit check #1 and/or #2 must be subjected to a thorough review and must be resolved before the claim is submitted to DPI for payment.

Sponsors may use edit checks which are more restrictive than those stated above, and may do so without prior approval from DPI. For example, a sponsor may use the day care home's reported average daily attendance (ADA), rather than enrollment, since ADA can never exceed enrollment. A sponsor may also use three (3) as the maximum number of approved meal types, rather than the actual number of meal types the day care home is currently approved for, unless the home is approved for less than three meal types. In this latter case the sponsor must use the actual number of approved meal types. Sponsors may always use a more restrictive meal edit check(s) if it results in more accurate results.

Agencies are reminded of item #9 on the Day Care Home Enrollment Form (PI-1425), under "Rights and Responsibilities of Day Care Home". As is stated, "Make meal count and menu records available to the Sponsoring Organization by the _____ day of each month". Sponsors should have an established agency policy, using the above language, which prohibits acceptance of provider claims beyond a certain number of days. This will reduce the number of "late" claims being submitted by the sponsor, and will help to streamline the entire claims processing procedure for the agency.

State Agency

Federal regulations require state agencies to establish edit check procedures for all submitted claims for reimbursement. At a minimum the edit checks must:

1. Verify that each institution has been approved to serve the types of meals being claimed, and
2. Verify that the number of meals claimed by an institution does not exceed the number derived by multiplying approved meal types times days of operation times enrollment.

For this later edit check DPI will be more restrictive than the federal standard. DPI will verify (by tier classification, Tier I, Tier II All Higher, Tier II All Lower and Tier II Mixed) that the number of meals claimed does not exceed the number derived by multiplying the average daily attendance times days of operation times three.

Child and Adult Care Food Program- Reimbursement Claim – Sponsoring Organizations of Family Day Care Homes (PI-1452).

Agencies must report the following on the CACFP reimbursement claim form (PI-1452):

Part I. Participation Data within each claim being submitted (initial, adjusted claims, or "late") by each tier classification:

- The total Average Daily Attendance (ADA) of all homes;
- The highest number of operating days for any claiming home;
- The total number of meal counts for each specific meal or snack type for all homes.

Part II: Operational Funding – Receipts/Payments:

- A. Report any operational (meal reimbursement) advances received during the claim month;
- B. Record the amount of operational reimbursement received this month;
- C. Add the two amounts and record here.
- D. Record any additional cash payments made to home providers for the claiming month;
- E. Net Difference is the difference between what was received and was paid out. Any difference would reflect any reimbursement owed from a provider that was "collected" from a claim that month. This amount would then have to be returned to DPI. Refer to Guidance Memo F for more information on returning provider overclaim funds.

Part III. Administrative Cash Receipts /

- A. Record any administrative advance received this month.
- B. Record any administrative reimbursement received this month.
- C. Record any additional income that had to be used to cover administrative costs. Specify the source of the other funds on the right hand side. This is also where any carryover funds that are used towards

administrative costs would be recorded. *This amount is recorded in the "Admin. Revenue" section of the online reimbursement claim.*

- D. Sum of lines A+B+C. This is the amount of funds that were available and used in the claim period to fund the administrative costs reported in Part IV.

Part IV. Administrative Expenditures/Costs

- A – L. Report actual expenditures incurred during the claim month in the reflective cost line item. For line J, specify any other costs on the right hand side of the form in the space provided.
- M. The sum of lines A-L. Line D should equal line M.

The sponsoring organization must have on file a completed paper copy of the claim form (PI-1452) which corresponds to each claim submitted via the Internet. The sponsor should note on each paper copy of the claim the date that data was submitted to the DPI via the Internet site.

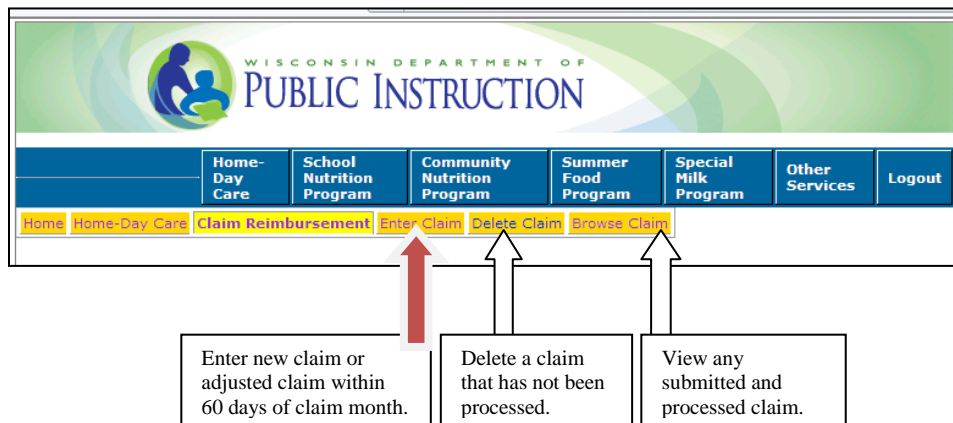
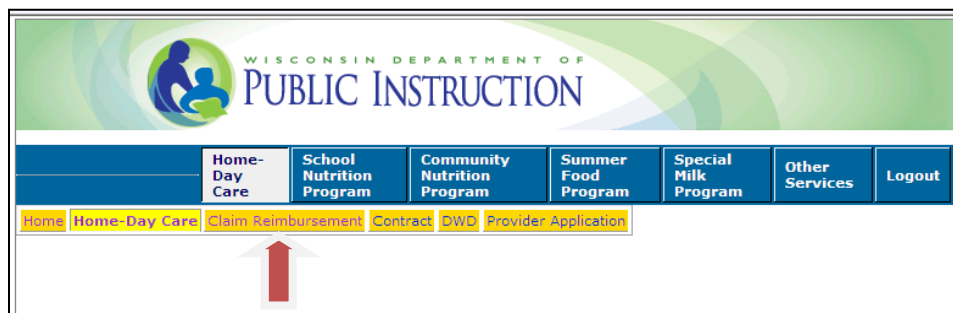
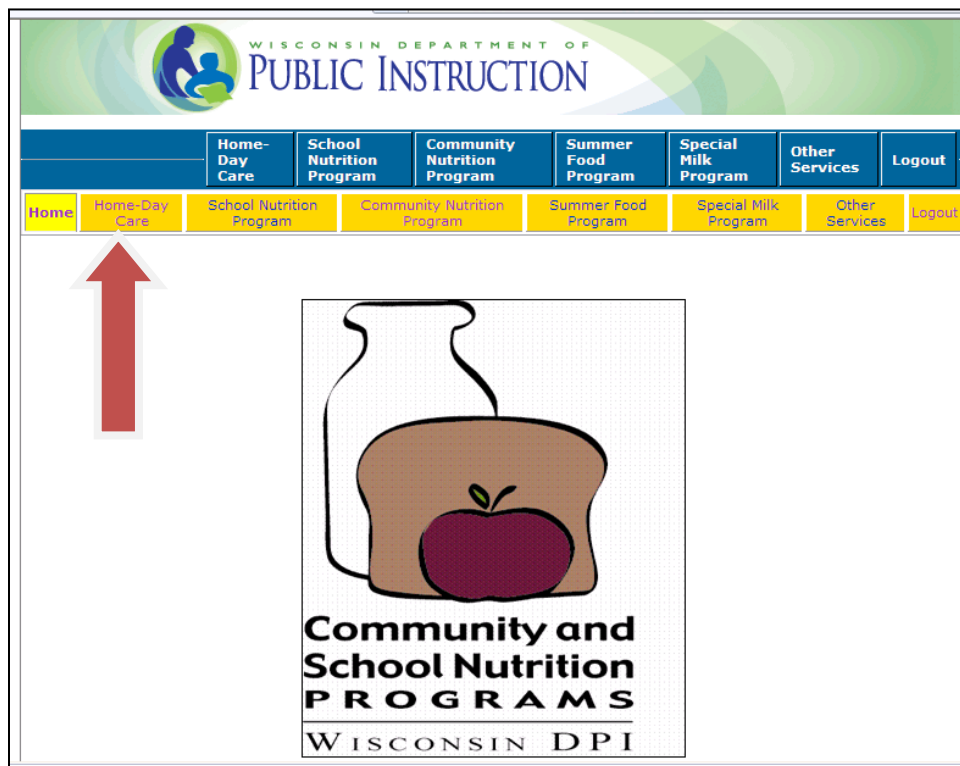
Payment Processing by DPI

DPI processes payments on each Tuesday, with a voucher date of the following Thursday and a deposit date of the second Monday after the voucher date. This schedule will change for holidays on any of these days, the end of the state fiscal year (June 30) and the end of the calendar year (December 31). It usually takes 13 days from when a claim is processed to when they are electronically deposited.

Advance payments are issued prior to the 1st of the month the advance represents. Advance payments for the new Federal Fiscal Year cannot be issued until after October 1. All advance payment requests must be submitted on the respective page found in the online application and must be approved by the DPI prior to issuance.

FDCH Sponsor Reimbursement Online Claim Instructions

Login with issued login and password.



[Participation Monthly Reimbursement Information]

136824 - Wisconsin Early Childhood Association

Date Claim Month Year

Claim Status

	Tier I	Tier II Higher	Tier II Lower	Tier II Mixed
Avg. Daily Attendance	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Number of Homes	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Number of Operating Days	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Number of Breakfasts	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Number of AM Snacks	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Number of Lunches	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Number of PM Snacks	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Number of Supper	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Number of Evening Snacks	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Admin Costs	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Admin Revenue	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[CERTIFICATION]

I HEREBY CERTIFY to the best of my knowledge that this claim is true, correct, and in accordance with the terms of existing agreement, that records are available to support this claim, and that payment has not been received. Meal counts have been reviewed and analyzed to ensure accuracy. I acknowledge that failure to submit accurate claims will result in recovery of an over claim and may result in the withholding of payments, suspension, or termination of the program. I understand that the information on this claim is being given in connection with the receipt of federal funds and that deliberate misrepresentation may subject me to prosecution under applicable state and federal criminal statutes.

Prepare Name and Phone

Choose if the claim being submitted is a new or adjusted claim. Adjusted claims are only for adjustments on prior processed claims.

Choose the claiming month and year. Remember you cannot submit an online claim 60 days after the last day of the claim month.

Transfer numbers reported on the Paper Claim (PI-1452) form as required in Guidance Memorandum N.

Report Admin. Costs and Revenue as required in GM N

Enter the name and number of the person who prepared the claim. This may not be the AR.

Review all information entered to ensure correct and click on this Submit button. A confirmation screen will appear with all the submitted information. Print this page for your records. Should any issue occur with a claim you will need the confirmation page as a reference.

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

Home-Day Care | School Nutrition Program | Community Nutrition Program | Summer Food Program | Special Milk Program | Other Services | Logout

Home | Claim Reimbursement | Browse Claim

136824 - Wisconsin Early Childhood Association

Date Claim Month Year

You can review the status of any submitted claim on this Browse Claim screen. You can also go to this screen to print any confirmation page for your records.

Things to Remember:

- All submitted claims are processed on Tuesday mornings (unless the Tuesday falls on a Holiday).
- Claims are not processed the final two weeks of June and the final two weeks of December due to State year-end closeouts.
- Only one claim month can be submitted per week (Tuesday PM – Monday PM).
- Negative numbers (including expense and revenue) can be reported online if within the 60 day claiming period.
- Any adjustments after the 60 days must be done using the paper claim form (PI-1452).

If you encounter any error messages or have trouble submitting a claim please contact Jacque Jordee (608-267-9134) or Rick Fairchild (608-266-6856) in the DPI Fiscal Aids and Audit team.